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ABSTRACT

An advisory committee is generally comprised of persons outside the education profession who have specialized knowledge in a given area. The committee advises, makes recommendations, and gives service to the college and its students, instructors, and administrators. At Black Hawk College, there are four types of advisory committees: community, program, special (ad Hoc), and affiliate (interinstitutional). Qualifications of advisory committee members include: experience, adequate time, and good character. This handbook for advisory committee members at Black Hawk College describes the makeup of the Board of Trustees, and gives a brief history of the College, before describing the organization, definition, purpose, procedures, and function of advisory committees. Also included is a list of sample bylaws which new advisory committees may wish to adopt. (NHM)

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ADVISORY COMMITTEE HANDBOOK

JC 760 823

BLACK HAWK COLLEGE

Quad-Cities Campus
Moline, Illinois 61265

East Campus
Kewanee, Ill. 61443

FOREWORD

Citizen participation in education is documented by history. Individual citizens in ancient Greece combined their thinking about educational goals and methods through forums. Many of the concepts arrived at in those ancient times still influence democratic government and schooling.

The development of American education is a result of citizens' interest and involvement dating back to 1647 and the Massachusetts Act that provided for schools at the local level reflecting the thinking of local leaders.

It was not until after World War II, however, that a new form of citizen participation came into being — "advisory committees." These committees were formed to assist educators in meeting the challenges and problems of a rapidly changing society. By 1958, according to the National Citizens Council for Better Schools, citizen committees had been organized in more than 12,000 communities. Today, with the emergence of the community colleges, the number is considerably greater. In fact, it would be difficult to estimate the number because committees are constantly created with the birth of new career curriculums.

The number of committees in existence does not imply that their utilization is always successful. A few have not lived up to expectations because their purpose was inadequately defined, or they were poorly organized.

Since the first advisory committee was organized at Black Hawk College in 1964 (Mechanical Technology - Design Option), there have been very few, if any, committees which did not make valuable contributions, both to the College and the community at large. For this we are indeed grateful.

During the past decade Black Hawk College has experienced exceptional growth. One of the main reasons for this growth has been the cooperation the College has received from the community and the dedicated service of many of its citizens as members of various advisory committees in guiding the administration to establish needed programs and curriculums.

Recognizing the value of direct communication between interested citizens of the District and the Black Hawk College Board of Trustees, the Board at their February 19, 1974 meeting adopted a policy providing for direct appointment by the Board of the lay members of all Citizen Advisory Committees serving the college.

The intent of such appointments was to assure and maintain a direct channel of communications whereby the Board of Trustees and the college could become more aware of the changing educational needs of business, industry, government, civic organizations and other community growth and respond with appropriate educational programs.

The changing manpower needs are thus brought to the attention of the Board more rapidly. In this day and age, in order to put changes into effect to meet the changing needs, plans must be made well in advance. It is hoped that this more direct line of communications will allow the Board and the College to meet the needs of the community in a shorter period of time.

Your participation as an Advisory Committee member is deeply appreciated. Your contributions will be of valuable assistance to us in order that the college may serve the district even more effectively than it has in the past.

Alban E. Reid
President
Black Hawk College

Black Hawk College Board of Trustees

The manner in which Trustees are elected, the number of Trustees, tenure, qualifications, etc. is to be found in the Illinois Revised Statutes, 1973 and Supplement to Illinois Revised Statutes, 1973, Chapter 122, Sections 101-1 to 108-2 which covers the Illinois Public Community College Act.

The members of the Board of Trustees for Black Hawk College (Community College District No. 503, Counties of Rock Island, Mercer, Henry, Whiteside, Bureau, Stark, Knox, Marshall, and Henderson) and their terms of office are:

Frank Hayes, Chairman, Moline	Term expires 1976
Gust E. Lundberg, Vice Chairman, Kewanee	Term expires 1977
Robert P. Boeye, Rock Island	Term expires 1977
Warren E. Hadley, Cambridge	Term expires 1978
Kenneth D. Moburg, Moline	Term expires 1978
John R. Raschke, Geneseo	Term expires 1977
Julian C. Stanley, Jr., Rock Island	Term expires 1976

Jeff Galle, Cambridge, Non-Voting Student Member

The Administrative Officers of the college are:

*__Alban E. Reid,__ President; Ed.D., University of Southern California

*__Robert L. Dan,__ Vice President for Administration and Finance, M.B.A. - CPA, University of Chicago

*__Arthur W. DeCabooter,__ Vice President for Academic Affairs and Provost, East Campus; Ed.D., Indiana University

*__Richard J. Puffer,__ Vice President for Academic Affairs and Provost, Quad-Cities Campus; Ph.D., Northwestern University

__Charles J. Carlsen,__ Dean of Student Services, Quad-Cities Campus; M.S., Southern Illinois University

__Leigh A. Fiedler,__ Dean of University Parallel Programs, Quad-Cities Campus; University of Oklahoma

__Charles E. Laws,__ Dean of Liberal Studies, Quad-Cities Campus; M.E. University of Illinois

__Ronald F. Moon,__ Dean of Career Programs, Quad-Cities Campus; M.S., Bradley University

__Otto W. Schweinberger,__ Dean of Community Services, Quad-Cities Campus; M.S., Western Illinois University

__Frederick E. Stahl,__ Dean of Instruction, East Campus; M.A. Illinois State University

__Theodore R. Coberly,__ Dean of Student Services, East Campus, M.S., University of Wisconsin-Stout

*Executive Council

A Brief History of Black Hawk College

Black Hawk College, a pioneer among Illinois Public Community Colleges, was founded in 1946 as an extension center of the University of Illinois. In 1948, Moline School District No. 40 took over its operation and it existed until 1962 as Moline Community College.

In January, 1962 the college became the first independent public college district in the state with its own governing board and was named Black Hawk College, continuing to hold classes in the old Moline High School building.

On January 14, 1965, the college accepted 47.1 acres of land from the Blackhawk Industrial Development Company and at the same time appointed the architectural firm of William F. Bernbrock & Associates to develop plans for a new campus and buildings.

Ground was broken November 9, 1967 for the first building at the site of the present Quad-Cities Campus, 6600 - 34th Avenue, Moline. Additional acreage has been acquired since the original donation of land so that the Quad-Cities Campus now covers more than 152 acres.

The year 1967 also saw the establishment of an East Campus in Kewanee with the first classes being held in the Kewanee Armory on September 11, 1967.

A 102-acre site, five miles south of Kewanee at the junction of State Highway 78 and U.S. 34 was purchased as a permanent location for the East Campus by the Black Hawk East College Foundation in January, 1969. On April 20, 1970 ground was broken for four interim buildings which were ready for occupancy September 14, 1970.

During the 1973-74 academic year the College served more than 12,500 persons in some 50 different locations throughout the district.

With the annexation of six school districts August 1, 1974, the college district, officially known as Community College District No. 503, now covers nearly 2,300 square miles in nine counties — Rock Island, Henry, Mercer, Knox, Bureau, Stark, Marshall, Whiteside, and Henderson.

The district is served by a full time faculty of approximately 150; a part-time faculty of approximately 220; supportive services personnel, full and part-time, of approximately 165; and 11 administrators.

In 1974 the district had an assessed valuation of $1,125,887,461 and the tax rate levied per $100 of assessed valuation was: Educational Fund, 12¢ per $100; and Bond and Interst Fund, 5.5¢ per $100 for a total tax rate of 19.54 per $100.

Advisory Committees — Organization

With the advent of the Smith-Hughes Act in 1917, American education became a partner with local, state and federal governments in vocational education helping schools and post-high school institutions to prepare persons for the labor market and also in upgrading the work force.

In 1963 there were many changes in this partnership brought about by the Vocational Education Act of that year. It shifted program emphasis from limited occupational categories to major groups of people in need of training — new entrants to the job market, jobholders ready for upgrading, those in need of retraining, and persons with particular problems who find it especially difficult to get ahead in the changing world of work.

Then, in 1968, there were amendments to this Act which, while continuing this emphasis upon people instead of occupations, brought about new requirements for annual and long-range planning and procedures for participation in the planning, review, and evaluation of vocational and technical education.

These amendments created a National Advisory Council on Vocational Education and also stipulated that any state desiring to receive a grant must establish a State advisory council. It was from this point that more emphasis was also given to local advisory committees.

Not only vocational education programs, but all programs dealing with the professions, the industrial-business complex and public services, must have today direct lines of communication if they are to effectively serve the needs of the community, the State, and the nation.

This handbook is intended to present some general guidelines which might be helpful in the organization and function of a Citizen Advisory Committee. Materials have been gathered from many sources and an attempt has been made to try to fit them to the various Citizen Advisory Committees serving Black Hawk College.

Advisory Committee - Defined

An advisory committee may be defined as a group of persons, primarily selected from outside the education profession, who collectively advise regarding educational efforts within the college district. Members are selected for the specialized knowledge they can bring to the particular committee(s) to which they have been appointed.

Purpose

To collectively advise, make recommendations and give service to the college, its students, instructors and administrators.

Types of Committees

Community Advisory Committees — These committees have been organized to offer recommendations and suggestions for special programs, workshops, or seminars which will benefit the community. One in particular monitors and advises how effectively the college's Affirmative Action Plan is operating.

Program Advisory Committees — These committees serve one specific program area, i.e. apprenticeship, cosmetology, legal secretary, radio and television engineering, etc.

Special Advisory Committees (Ad Hoc) — These committees are often appointed on a temporary basis, or they serve an area outside of an educational program, such as the Student Health Services Advisory Committee.

Affiliate Advisory Committees — Black Hawk College has contractual agreements with other public learning institutions to provide occupational programs to Black Hawk College students. These other public institutions appoint their own Advisory Committees and appoint Black Hawk College staff members after consultation with Black Hawk College Administrators.

Qualifications for Membership

Three essential criteria are kept in mind when selecting individuals for membership in Black Hawk College Citizen Advisory Committees:

1. *Experience* — Members must have had successful first-hand experience in the area being served. They are persons who have the respect and confidence of their associates.
2. *Adequate Time* — Since an advisory committee should meet as frequently as necessary, members should maintain close contact with the activities of the College. It will be necessary to devote some time to committee work, much of which will be on one of the campuses of the College.
3. *Character* — Most members are recommended by their colleagues. They exhibit a strong sense of responsibility and civic mindedness, and are considered highly cooperative by those who recommend them.

In addition to considering these personal attributes, every effort has been made to have truly representative committees. In an attempt to achieve balance, the members are selected from a cross section of the organizations in the communities served by the College.

Term of Membership

It is understood that individuals who serve on different advisory committees often have busy schedules. In order that membership on a committee may not become burdensome, and so that other individuals who have expressed an interest in the educational program may have an opportunity to make a contribution, the suggested length of membership is three years.

It is suggested that members of Program Advisory Committees appointed by the Board of Trustees for the 1974-75 academic year draw lots for one, two, or three year terms. In this manner one-third of the membership will be appointed new each year and the other two-thirds will be re-appointed.

This method should allow for continuity in leadership and needed stability in the committee operation.

A person who has served a term should be ineligible for re-appointment until one year has elapsed following expiration of his or her previous term. Former members may be utilized as consultants for specific parts of the program, but for a limited time only.

Number of Meetings

There is no specific policy regarding the number of meetings to be held. However, a committee working to build a new program or revise an existing one must meet more often to carry out its assignment. Necessity should be the criterion for determing the number of sessions. Busy men and women should not be called together without justification.

Conduct of Meetings

College staff members are assigned to each Citizen Advisory Committee as College representatives. At the first committee meeting, one of these staff members will conduct the meeting. Once organized, a lay member appointed by the Board of Trustees should be elected Chairman. A Vice Chairman and Secretary should also be selected. These officers will constitute the Executive Committee of the Advisory Committee.

Meeting Agenda

It is suggested that when holding meetings, an agenda should be developed along these lines:

1. Call to order by presiding officer
2. Roll Call
3. Reading minutes of preceding meeting
4. Reports
5. Unfinished business
6. New business
7. Communications and Miscellaneous matters
8. Adjournment

Minutes of Meetings

The following persons should receive meeting minutes:

1. Members of the committee
2. Program instructional staff
3. Dean
4. Campus Provost
5. College Information Officer
6. College President
7. Board of Trustees

Consultants

Sometimes an advisory committee may need assistance in solving a particular problem. In such cases, the use of consultants is recommended.

Additional Organization Information

1. Each committee will organize itself, determine its meeting times, select its officers and subcommittees, make its own rules and formulate its program and meeting agendas along the lines suggested in this handbook.
2. From time to time the Board of Trustees of the College will submit to various committees policies and/or proposals for revision of policies affecting specific programs.
3. The Trustees will acknowledge, either orally or in writing, any propos-

als submitted by any Citizen Advisory Committee.

4. An annual meeting of the Board of Trustees with Citizen Advisory Committees will be held.
5. Advisory Committees are urged to appoint subcommittees as needed. Some of these may be continuing committees; some may be temporary committees to deal with special problems.
6. Advisory Committees or any subcommittee may request information and counsel from the College President or from any staff member of the college on matters clearly related to the problems being considered by the Advisory Committee or subcommittee. Such requests should be channelled through staff members of the Committee.
7. The College will provide an Advisory Committee with consulting and clerical services that are desirable and feasible.
8. Publicity regarding the work of any C[illegible]en Advisory Committee will be released only through the College Information Office and that Office will seek approval from the College President of Board when deemed necessary.
9. The guidelines in this handbook should be revie wed annually by Committee members and any suggestions for changes should be forwarded to the College President sc that he may then convey them to the Board of Trustees for perusal and/or action.

Functions of Advisory Committees

Occupational Surveys

First of all, Advisory Committees should advise the College Administration regarding the types of offerings needed to satisfy preparatory requirements as well as the retraining and upgrading needs. Often the Committee must have to draw upon more than the experience and knowledge of its members. A survey can supplement this knowledge. In developing an occupational survey, Advisory members can help identify the type of data to be gathered. Members can also be instrumental in gaining public support which would result in a favorable community reaction.

Verification of Course Content

Another concern should be the estab[illegible]ishment of practices which will keep instruction practical and functional. In order to keep programs realistic, committees should take an active part in verifying course content since members have the essential, specialized knowledge of the work. Representatives of the field for which instruction is to be provide[illegible]d must be consulted regarding the skills, instructional materials, equipment, standards for production work or services provided, and actual instructional content. All phases of training should be reviewed periodically to keep them occupationally oriented and up-to-date.

Employers and prospective employers are able to note how realistic a program is. The more realistic the program, the more willing they are to hire graduates.

Guiding the Instructor

Most instructors find that working with an Advisory Committee is a stimulating experience. They receive encouragement and increase their confidence through associating with Committee members. Advisory Committees can also help in securing competent instructors.

Learner Benefits

The benefit of any educational effort must ultimately accrue to the learner. The benefits of a Citizen Advisory Committee not only accrue to the student, but to the instructor, administrators, committee members, the college, and the community. The relevance of courses is greatly enriched through the input provided by an Advisory Committee.

Public Information

Public understanding of the educational programs at the college hinges upon a flow of information emanating from the college. Advisory committees can help bring about an understanding of the purpose and functions of the programs on which they are advising and an appreciation of how the college is meeting its responsibilities to the community. When citizens know about the achievements and the needs of the educational programs, they can intelligently consider financial support of the college.

Committee members can also have an influence upon legislation at both the State and National levels. When members of manufacturers' associations, service clubs, unions, and other civic groups understand the objectives and needs of a college program(s), they are more likely to support the necessary legislation with perception and enthusiasm.

Sample Bylaws

Although several of the Citizen Advisory Committees have been meeting for several years and some have bylaws by which they operate, it is suggested that all Citizen Advisory Committees develop and adopt bylaws similar to these. A copy of these bylaws should be on file with the Dean, the Provost, and/or College President.

I. **Name of Advisory Committee**

II. **Purpose of Committee**

III. **Officers**
The officers will consist of a chairman, vice chairman, and a secretary. These officers will be elected annually by the Committee. Together these officers will constitute an Executive Committee.

IV. **Subcommittees**
1. Subcommittees may be established and discharged by a majority of the Advisory Committee.
2. They may be ad hoc or continuous in nature depending on the subject of concern.
3. Each subcommittee shall elect its own chairman and secretary.
4. The subject or field of activity will be specified by the Advisory Committee.
5. The subcommittee may be of any size appropriate to its function. Membership may consist of students, lay citizens, and college

faculty or staff. One member of the subcommittee shall also be a member of the Advisory Committee.

6. A consultant from the College shall be appointed by the College President at the request of the Advisory Committee to meet regularly with the subcommittee. Special consultants may be enlisted pending approval by the Advisory Committee.
7. Subcommittees shall report regularly to the Advisory Committee.

V. **Program**

1. The Advisory Committee will plan its annual program, its objectives, and agenda for the year.
2. An annual plan will be developed for consideration during the month meeting each year.
3. Proposals by the members will be considered by the Executive Committee, who will formulate a proposed annual program to be presented to the Advisory Committee during the month meeting for its action.

VI. **Meetings**

1. The annual program will indicate the regular meetings to be held each year.
2. At least number meetings will be held each year.
3. Special meetings may be called, or regular meetings may be cancelled, by a majority vote of the Advisory Committee or by action of the Executive Committee.
4. The Executive Committee will be responsible for planning the agenda of individual meetings.
5. Each meeting will begin at the announced time and will continue for no more than two hours.
6. Discussion leading toward a consensus of the members will be the prevailing procedure in committee meetings. Parliamentary procedure will be used when a decision of the Advisory Committee is to be recorded or transmitted.

VII. **Responsibilities of Members**

1. Each member is expected to attend meetings regularly, participate in Council discussions, and serve on subcommittees when requested to serve.
2. Each member is expected to study carefully any problem which comes before the Committee before committing himself or herself to a final conclusion.
3. Each member is expected to respect the rights of fellow Committee members by not reporting or discussing the opinions of other members outside the Committee. The opinions and conclusions of the Committee as a whole may be discussed.

VIII. **Termination of Membership**

Members who are unable to attend three consecutive meetings without cause may wish to reconsider serving and be allowed to terminate their membership if they so desire.

IX. **Use of Consultants**

The Committee recognizes the need of additional knowledge and assistance and will make extensive use of regular and special consultants from within and without the College.

ADVISORY COMMITTEES

COMMUNITY ADVISORY COMMITTEES

Affirmative Action Committee (District) 1973-74*
Community Services (East Campus) 1971-72
Community Services (Quad-Cities Campus) 1974-75

PROGRAM ADVISORY COMMITTEES

Agriculture (District) 1967-68
Administrative Secretary and Office Assistant (Quad-Cities) 1965-66
Apprenticeship (Quad-Cities) 1967-68
Joint Apprenticeship, Carpenters (Quad-Cities) 1969-70
Joint Apprenticeship, Ironworkers (Quad-Cities) 1971-72
Joint Apprenticeship, Pattern Makers (Quad-Cities) 1970-71
Banking and Finance (Quad-Cities) 1972-73
Barbering (Quad-Cities) 1971-72
Cosmetology (District) 1971-72
Data Processing (East) 1974-75
Data Processing (Quad-Cities) 1966-67
Dental Assisting (Quad-Cities) 1970-71
Drafting (Quad-Cities) 1967-68
Educational Services (Quad-Cities) 1971-72
Electronics Technology (Quad-Cities) 1965-66
Fashion Merchandising-Retailing (Quad-Cities) 1966-67
Fire Science Technology (Quad-Cities) 1966-67
Labor Studies (Quad-Cities) 1972-73
Law Enforcement (Quad-Cities) 1968-69
Legal Secretary (Quad-Cities) 1966-67
Machine Tool Production (Quad-Cities) 1966-67
Mechanical Power Service (East Campus) 1972-73
Mechanical Technology-Design Option (Quad-Cities) 1964-65
Mechanical Technology-Manufacturing Option (Quad-Cities) 1966-67
Medical Secretary & Medical Office Assistant (Quad-Cities) 1966-67
Multinational Secretary (Quad-Cities) 1974-75
Nursing, Associate Degree (Quad-Cities) 1966-67
Nursing, Licensed Practical (District) 1968-69
Radio-TV Engineering and Broadcasting (Quad-Cities) 1966-67
Real Estate (Quad-Cities) 1972-73
Respiratory Therapy (Quad-Cities) 1968-69
Small Business Management (Quad-Cities) 1973-74
Secretarial Science (East) 1970-71
Tool Design and Die Design (Quad-Cities) 1972-73
Welding

Dates following committee names indicate the year in which they were formed.

SPECIAL ADVISORY COMMITTEE

Health Services (Quad-Cities) 1970-71

AFFILIATE ADVISORY COMMITTEES

(These are Scott Community College Advisory Committees with a faculty representative from the Quad-Cities Campus)

Air Conditioning & Refrigeration
Auto Body Repair
Auto Mechanics
Motorcycle Mechanics
Truck Mechanics
Home Furnishings and Design

UNIVERSITY OF CALIF.
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